



	ADVANCED FEATURES
Module:	Scheduling reports
Audience:	All users
System:	Scheduler — Report Export Schedules — Report Export Schedules
System Process:	 Set up relevant parameters so that Pre-built Reports can be received by email at set times without the need to connect to the application. The Subject and the email body are configurable. Reports are not attached to the email directly but can be downloaded from a link provided into the email. Such email reports can be sent to recipients that are not users of the system.
Scenario:	 A Pre-built report has been created by you and this report is something you want to run quite frequently. Rather than going into the system each time, you can schedule this report so that it reaches the mailbox of several recipients automatically on a daily basis. RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE



Step 1: Creating a new	scheduled report		
a) Navigate to Schedule	er —► Report Exp	ort Sched	ules — Report Export Schedules
MyTreasur-e Dashboards Administration Market Data	Cash Management Processes E	Blotters Reporting	Scheduler Report Export Schedules Report Export Schedules
b) Click on Form View	to open a form whe	re you can	set up the schedule.
Report Export Schedules	C Q Go Fire Report Property Name* Output Format*	Filters / Ad-hoc S Report Format *	Asech Edit Mude - Disabled Form View Rows Per Page 20 Schedule Type * Interval * Start Date * Start Time * E
 c) A pop-up screen will Note: Fields with a b automatically be pop 	appear where you o lue horizontal bar a ulated by the applic	can set the re mandat ation. Field	e schedule. ory. Some fields are greyed out as they will d definitions and usage are described below:
Report Export Schedules			۵
Report Export Schedule Id Active Flag	Failure Flag *	Capture Date	Lest Updated By
Static Data Report Type * User Group Name *	Report Property Name *	Output Formal	* Report Format *
Dates Schedult Type * End Time *	Interval *	Start Date * Next Run Time	DD-AMA-YYYY
Body Emails	Email Body	Send Blank Re	port Email Group Name
Footer Data Source Name	Source Reference Id		
80			Save Center Digitale Device New Approals A Other Actions A
Field	Type	Fditable	lisage
Active Flag	Checkbox	Yes	Checked: The software will run the
			schedule and send the report Unchecked: The software will not run the schedule
Capture Date	Date Time	No	Date and time populated by the application when a schedule is created or updated
Data Source Name	Text	No	Name of the source system/application when the report export schedules records are created by uploading a file rather than configured manually





Email Body Email Group Name	Text Dropdown	Yes	 You can populate text data that will be displayed in the email body received by recipients. Plain text and HTML tags are supported. HTML is used so that the email body can be formatted (line return, bold, etc.) To specify the email recipients for this report based on Pre-configured Email
Emails	Text	Yes	Groups To specify the email recipients by populating the actual email addresses. Multiple emails are possible by separating the emails with a semicolon ';' or comma (','
End Time	Time	Yes	 To specify the time the system will stop running a scheduled report task. This time relates to the Time Zone field. This is used for two reasons: To stop sending reports after a specified time for schedules configured to send a report multiple times per day To stop sending reports after a specified time for schedules that are failing due to bad configuration
Failure Flag	Checkbox	No	A flag to indicate if the application is able to run the task or not. If not, this is an indicator to review the configuration or contact the support team
Interval	Integer	Yes	A unit that relates to the "Schedule Type" field. For example, if Schedule Type is set to "Daily" and Interval is specific as 1, it means that the schedule will run every 1 day (or Daily). If the interval is set to 3, the report will be generated every 3 days.
Last Updated By	Text	No	Name of the user that created the schedule or updated it last
Next Run Time	Date Time	No	Date and time when the schedule will run next in UTC time
Output Format	Dropdown	Yes	To specify the report file format such as Excel, PDF, CSV, etc
Report Format	Dropdown	Yes	Several reports within the application supports tabular or pivot table views. This dropdown allows users to select if the report file should be presented as a tabular report or as a pivot table report.







Report Property Name	Dropdown	Yes	To select the Pre-built Report being scheduled. Please note that Report Type field must be selected first before this dropdown becomes enabled.
Report Type	Dropdown	Yes	 Select the type of report you want to schedule as follows: Liquidity Report refers to a type of report that displays bank account balances and cashflow information combined. Cashflows refers to a type of report that displays cashflow information only. Grid Report refers to reports created using the reporting cube of the application Custom Report refers to reports that are specific to NSW Treasury and that have been customised in the application to meet NSW Treasury requirements
Schedule Type	Dropdown	Yes	To set the frequency of when the report should be generated. This field does not define the actual frequency, it is used in conjunction with the Interval field.
Send Blank Report	Checkbox	Yes	Checked: The scheduler will email the scheduled report even if the report does not contain any data Unchecked: The scheduler will not email the scheduled report if the report does not contain any data
Source Reference Id	Text	No	A unique import key that must be specified when the report export schedules data are imported from a file
Start Date	Date	Yes	 The first date the schedule report should be generated. The actual first date time the scheduled report will be generated will be based on start date, start time and time zone. Please note that this date is also important when scheduling a report with a monthly or weekly schedule. If the start date is for example the 10th of November 2021 and the Schedule Type is Monthly with an Interval of 1, it means that the report will be scheduled to run on the 10th of each month starting 10th November



Report Export Schedules

Filter Name Please select a filter
Page: 1 of 1. Total no of records: 0

Report Type *



Start Time	Time	Yes	The time at which the schedule should run for the first time during the specified Schedule Type. The time is based on the specified Time Zone
Time Zone	Dropdown	Yes	The Time Zone that applied to any time specified in a report export schedule record.
User group name	Dropdown	Yes	To specify the access rights that should apply to the report being run. The application scheduler will run the report as if you belonged to that user group. Most users will only see their own user group in the dropdown (a single value is available for selection).



The order of the fields in the screen may differ from the screenshot above (Step 1c). The reason is that you (as a user) can configure the order of the fields using the **Grid Properties** feature. For further information on using Grid Properties, refer to Step 10 in the *MyTreasur-e Basics* training module.

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d) Refer to the screenshot below to see an example of a fully set up scheduled report

Report Export Schedules					0
Report Export Schedule Id 2	Fallure Flag '	Capture Date	2021-11-23 12:30:47	Last Updated By	
Active Flag					
🛢 Static Data					
Report Type * Custam Raport	Report Property Name *	Output Format* TEXT	(8)	Report Format * Tabular	
User Group Name *	•				
Administrator					
Dates					
DAILY 2	Interval *	Start Date * 27-11	0-2021	Start Time *	30 : 00 3
ind Time "	Time Zone ' Australia/Sydney (4)	Next Run Time	24-11-2021 01:30:00		-
Body	, , , , , , , , , , , , , , , , , , ,		1		
Emails	Email Body The monthly forecast submission window is now open-stro-stor-stor-stor-stor-stor-stor-stor	Send Blank Report	U	Email Group Name ALL	6
Footer					
Data Source Name	Source Reference Id				
			Sime	Cancel Duplicate Delete Ner	w Approvals 🔺 Other Actions 🔺





The above can be described as follows:

- A custom report called Cashflow Scenario Submission (1) is scheduled to be sent every day (2) • at 12:30 Sydney time (3-4) starting 27th October 2021 (5)
- All emails that are part of the email group called All (6) will receive this report •
- The email will contain a formatted email body indicating that the "The monthly forecast • submission window is now open." (7) and a link to download a text file in tabular format (8) (this text file is the custom report)
- If the report does not contain any data it will not be sent (9) •
- The schedule was last run on the 24th of November 2021 at 01:30 UTC Time (which is 24th of • November 2021 at 12:30 Sydney Time) (10)

Step 2: Updating an existing scheduled report

MyTreasur-e	
Dashboards Administra	tion Market Data Cash Management Processes Blotters Reporting Scheduler Report Export Schedules Report Export Schedules
b) Select All	Report Export Schedules filter name
Report Expor	t Schedules
Filter Name Please sele Page: 1 of 1. My Filters	ect a filter 🕕 🗸 Go Grid F
Public Filt All Report	rt Export Schedules 2 Output Format *
W = R = 0	 If you do not want to select a filter every time to load the data on screen, you can set up a default filter by clicking on Grid Properties
XONT	Report Export Schedules
2 CIVI	Filter Name Piesaes solect a filter
	Image: Solution of the soluti
	• A pop up will be displayed similar to the screenshot below
	• A pop up win be displayed similar to the screenshot below.
	 In this pop up, you can set up a default filter as per steps below.







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d) A form will open where you can update the data.

Click on any of the fields you want to edit (considering that some fields are system driven and not editable as per the table on page 5 of this document)

As an example, in the screenshot below, we are updating the start date (1). Once, you have made all changes required, click on the **Save (2)** button to validate.

Click on the Cross (3) on the top right of the pop up to close the form and go back to the grid view.

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stom Report	Cashflow Scenario Submission	TEXT	10 11 12 13 14 15 16
Group Name *			17 18 19 20 21 22 23
ministrator			24 25 26 27 28 29 30
Dates			
idule Type *	Interval *	Start Date *	31 1 2 3 4 5 6
ILY	1	27-10-2021	12 : 30 : 00
Time *	Time Zone *	Next Run Time	
17 : 00 : 00	Australia/Sydney	24-11-2021 01:3	.0:00
3ody			
ls	Email Body	Send Blank Report	Email Group Name
	The monthly forecast submission window is now open. $\ensuremath{s}\xspace \ensuremath{s}\xspace$		ALL
ooter			
Source Name	Source Reference Id		
			٨
		6	<u> </u>

e) Upon updating the report export schedule report, the updated data will be loaded on screen

Report	Export Schedules								
Filter Name	All Report Export Schedules	~ 3	Q Go Grid Properties	Filters / Ad-hoc Search	Edit Mode - Disabled Form V	View Rows Per Pag	ge 20		
Page: 1 of 1.	Total no of records: 2								
+	Report Type *	Report Property Name *	Output Format *	Report Format *	Schedule Type *	Interval *	Start Date *	Start Time *	End Time *
	Custom Report	Cashflow Scenario Submission	TEXT	Tabular	DAILY	1	28-10-2021	12:30:00	17:00:00
	Custom Report Liquidity Report	Cashflow Scenario Submission Daily Cash Balances (Opening Balan	TEXT EXCEL (.xlsx)	Tabular Pivot Table	DAILY HOURLY	1 15	28-10-2021 28-10-2021	12:30:00 11:16:00	17:00:00 23:59:00



- Updating a report export schedule record will reset the next run time on that record.
- It means that if the updated record is within the Set Start Time and End Time, the system will try to catch up and send the report. In such a case, the report may be sent again even if it was sent before the update or it may be sent once at a time which is different from what the recipients may generally expect.





Step 3: Making an existing scheduled report inactive

a) Navigate to Scheduler — Report Export Schedules — Report Export Schedules

In making an existing scheduled report inactive, you (as a user) can keep the report export schedule record in MyTreasur-e so that it can be used later. MyTreasur-e will simply ignore this record and not send any reports that may be linked to the schedule.

This process is similar to an update, except you will uncheck the **Active Flag**. This deactivates the report which means it will no longer be sent to recipients, however MyTreasur-e will keep it stored if you wish to reactivate the scheduled report at a later date.

MyTreasur-e Dashboards Administration Market Data Cash Management Processes Blotters Report in the second	
b) Select All Report Export Schedules filter name	
Report Export Schedules	
Filter Name Please select a filter	
Page: 1 of 1. Public Filters Output Format *	
c) Upon selecting the filter, the existing scheduled reports data will be loaded on screen. Select the record you want to make inactive by clicking on the checkbox (1) on the left side of the g	rid
and then click on the Form View button (2).	
And then click on the Form View button (2). Report Export Schedules Report Export Schedule Report Exp	
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e) Upon updating the report	export schedule re	port, the upd	lated data will	be loaded on screen	
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Page: 1 of 1. Total no of records: 2 Page: 1 of 1. Total no of records: 2 Custom Report Type * Custom Report Liquidhy Report	Report Property Name * Cashflow Scenario Submission Daily Cash Balances (Opening Balan	Output Format Repr TEXT Tabu EXCEL (.xlsx) Pivo	ort Format * Schedule Type lar DAILY Table HOURLY	* Interval * Start Date 1 28-10- 15 28-10-	
• To make a the Activat	report schedule act te Flag and Save.	tive again, fo	ollow the same	e steps but instead chec	ck
Step 4: Deleting an existing	g scheduled report	:			
a) Navigate to Scheduler —	→ Report Export S	Schedules —	→ Report E	xport Schedules	
When deleting an existing sc in MyTreasur-e. This will per	heduled report, you manently delete th	will be delet e record fror	ting the report m MyTreasur-	export schedule record e.	Ł
MyTreasur-e Dashboards Administration Market Data Cash N	lanagement Processes Blotters	Reporting Schedule Report	r Export Schedules	port Export Schedules	
b) Select All Report Export	t Schedules filter na	ame			
Report Export Schedules Filter Name Please select a filter My Filters Public Filters All Report Export Schedules 2			Cutput Format *		





 c) Upon selecting the filter, the existing scheduled reports data will be loaded on screen. Click on the Edit Mode button (1) and then click on the Trash icon (2) for the record you wish to delete. Then click on the Save button (3) at the bottom left part of the screen. 					
Report Export Schedules					
Filter Name All Report Export Schedules	v 🕽 Q 😡	Grid Properties Filters / Ad-hoc Sea	arch Edit Mode - Enabled	Form View Rows Per Pag	ge 20
Page: 1 of 1. Total no of records: 2			0		
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		Dany Cash Dalahoos (opennig Dalahini			
3					
Save Cancel Import Duplicate Bulk Update Approvals A Other Actions A					
d) A pop-up asking you to confirm the deletion will appear. Click on Yes to confirm. Otherwise,					
click on No to cancel.					
Report Export Schedules					
The following changes will be processed:					
 1 record(s) will be deleted. 					
Do you want to proceed?					
e) The grid will be reloaded based on your filter selection and the deleted record should no longer					
he visible					
Step 5: Example of report received by email					
•) Delaw is an example of an empil sequented by the report event should be the very set of the should be the second second set of the should be the second					
a) Below is an example of an email generated by the report export scheduler. You can click on the					
File Link (1) in th	e email. This will dov	vnload the report	t as a file to	your compute	er.
do-not-reply@mytreasur-e.com	BalanceChild_Accounts)_58_2.xisx file available for	download			\bigcirc Reply \bigotimes Reply All \rightarrow Forward 🚳
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Hello,					
Liquidity Report					
The following file is available for download: 20211124_104047_Daily_Cably_Balances_ Opening_BalancesGhid_Accounts]_58_2.abx					
If the link does not work, please copy and paste, or type, the entire URL shown below into your browser's address bar.					
URL: https://nowires.oury.aufiest.mytressur-e.com/Kn/Tress					
Kind regards, The MyTreasure Team					
To connect to the application, please click on: <u>https://nswtressurv_acfeat.mvtressure_com/bh/Tressur_e.com</u> . If you require assistance, please send an email to <u>Cashenanagement @tressury.now.dov.au</u> .					
This message is intended for the addresse(i) only, it may contain confidential and legally privileged information and it is intended only to be read or used by the addresse(i). If you are not the intended recipient, you must not use, disclose, copy or distribute this communication. If you have received this message in error, please delete the message (and any attachments) and immediately notify Mu/Treaur-e Support Team.					
	Copy P5	right © 2021 Finpacific Pty Ltd, inc. All rights reserved. <u>About</u> ease do not reply to this email. This is a system generated ema	<u>ts Us</u> al		

